PRIVATE SECURITY TRAINING NEWS

TO: <<NAME>>

FROM: The Private Security Services Training Unit

RE: Training News – Winter 2008

HAPPY NEW YEAR – WELCOME 2008

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NEW FORMS FOR SUBMITTING LEOSA DATA (HR 218)

For schools qualifying individuals under the LEOSA, new forms are available on our website. Please begin using these forms instead of the private security training completion forms. This new form is specific to this purpose and will make the process easier for the school, instructor and applicant. **Remember that these forms are not submitted to the Private Security Services Section.** For questions regarding LEOSA, please refer to the contact information contained on this application.

http://www.dcjs.virginia.gov/pss/special/leosa.cfm
http://www.dcjs.virginia.gov/pss/special/documents/LEOSA.pdf

DCJS TRAINING DATES

Training available throughout Virginia. We have added many in-service dates for instructor and compliance agent training throughout Virginia. For a complete listing of all training courses through July 2008, visit our online schedule or use the link below. All training is conducted at regional law enforcement academies to provide consistent and accessible training. Please contact DCJS with any questions. Remember, classes are closed when full or a week prior to training dates for planning purposes so enroll early.

Click on this link to check the training schedule now: http://www.dcjs.virginia.gov/pss/training/dcjs/dates.cfm

ADDING INSTRUCTOR CATEGORIES

Interested in teaching additional subjects of certified private security services (or other regulatory programs)? We are preparing a form to make this process as easy and efficient as possible. Until the form is posted on the website, feel free to simply submit a written/signed request outlining the specific courses you wish to add to your certification and attach official, third party documentation of training and experience in the respective category. There currently is no fee to add categories to your instructor certification. **Remember that you must be certified in a given category before you may instruct it.**

FIELD INSPECTION UPDATE

Problems with training schools go beyond record keeping. The Training Unit and Enforcement Unit have been working together to conduct field audits and session inspections over this past year. We are finding a number of problems and violations that run the gamut from failure to teach from a lesson plan to falsification of range scores. Because training is at the core of the private security program, and all registered individuals are required to attend, we will continue to look closely at those entities providing these services in the interest of public safety. To assist you with reviewing your own training program for compliance with the regulations, we do have both a School Compliance Inspection form and a School Session Inspection form available on our website. If you have questions about administrative issues and/or standards of conduct related to training schools and instructors, please let us know. It saves you time, money and resources to verify that you are in compliance than to be the focus of an investigation once you are out of compliance.

CLASSROOM ISSUES

1. Registration categories: We have been notified that there is some confusion when it comes to advising your students on how to add a category to an existing registration. Please utilize the FAQ section of our website to assist your students with general questions. The information for this specific issue is as follows:

Can I add categories to my current registration?
Yes. You must submit the additional category request application (PSS_ARC) and fee as well as complete all required training. This will NOT change the expiration date of your current registration. For example: if your registration expires in four months and you recently completed training for a new category and submit the PSS_ARC form, your new category will expire on the same day as your current registration card, or four months from now.

It is important to explain that in-service training will be required prior to expiration regardless of when initial training was completed. Therefore, it may be more suitable to wait to add the category at renewal time if that can be done.

A link to the FAQ page is here:

http://www.dcjs.virginia.gov/pss/faq/catView.cfm?category=General

2. SCOP drug screening facilities: The Regulations require drug tests for SCOP registration to be conducted by authorized labs only (See **6 VAC 20-230-50** for more information). Please ensure that you refer your students to the list of authorized providers found here:

http://www.dcjs.virginia.gov/pss/howto/registrations/scopBloodAlcoholTesting.cfm

At this time, there is only one authorized provider. Other tests or testing facilities cannot be accepted by DCJS.

3. Use of current forms. Students are still reporting receiving applications via returned mail due to schools handing out older applications with the incorrect address on them. Please take care to only use current forms and download them from our website to provide students with the appropriate materials.

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Remember to send us e-mail with any stories or frequent student questions so we can share in the Instructor forum! For follow-up to this newsletter, **please do not use the "REPLY" button in your e-mail program***. You may send e-mail to us at:* PSSTraining@dcjs.virginia.gov